

INTERNAL VACANCY

WHO MAY APPLY:

**NB: THIS ADVERT IS ONLY OPEN TO COLLEGE PREVIOUS INTERNS/IN-SERVICE TRAINEES
BASED IN KWA – THEMA CAMPUS.**

(FROM DATE OF ASSUMPTION OF DUTY – 30TH OF APRIL 2026)

SALARY: R360 PER DAY

NO.	POST	NO. OF POSTS	REFERENCE NUMBER
1.	Casual Worker: Administration	2	EEC-CAW-02/2025

Minimum Requirements: Grade 12 / Matric / Level 4 Certificate. N6 Certificate / A National Diploma in Management Assistant / Office Management. 18 Months in-service experience within the College is permissible and experience in administrative procedure in the relevant field. Computer Literacy.

Competencies, Knowledge and Skills: Ability to capture data. Understating of legislative framework governing the Public Services. Storage and retrieval of documents procedures. Planning and organizing. Communication (Good verbal and written). Computer Literacy. Flexibility. Customer care services. Report writing. Able to work under pressure.

Duties and Responsibilities: General Administration Clerk Duties: Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data. Update registers statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/ packages to various stakeholders as required. Keep and maintain the filing system for the campus. Type letters and/ or other correspondence when required. Keep and maintain the incoming and outgoing document register of the campus. Capture student registration forms and issue proof of registration. Assist with the coordination of internal and external examination assessment. Assist in coordinating training for Invigilators, Markers and Data Capturers. Assist to coordinate the control and issuing of the certificates. Adhere to DHET and College policies.

Administration Clerk Duties: Provide administrative support to the Examination and Assessment Manager. Facilitate timely and appropriate responses to issues and the signing of

documentation. Draft responses to all requests for information directed to the Examination and Assessment Manager. Provision of Secretary to the Examination and Assessment Manager. Administrate and maintain both hard copy and electronic diary of the Manager. Administrate incoming and outgoing correspondences and documents in the Academic Manager. Coordinate meetings and events. Prepare and arrange logistics for events and meetings. Schedule and arrange for relevant meetings and events for Examination and Assessment Manager. Maintain good working relationships with internal and external contacts. Maintain high degree of confidentiality and professionalism. Adhere to DHET and College policies.

Examination Officer Duties: Provide examination administrative support to the Campus. Drafting and typing of examination related documents. Keep examination related records. Ordering of examination stationery. Make necessary changes to examination preliminary schedule. Register students for supplementary exams. Administration of Examination results. Receiving, print and issuing of students results and academic records. Provide assistance to students in order to apply for academic record, diplomas and re-marking. Ensure accurate completion of examination entries. Printing and duplicating of assessment material. Compile information for graduation. Receive examination question papers. Distribute and mail answer books. Capturing of students marks. Entering of tests, term & assignment marks. Issuing of exam permits. Attending to examination related queries. Adhere to DHET and College policies.

CLOSING DATE: 28 NOVEMBER 2025 at 13:30. Applications received after the closing date, emailed or faxed applications will not be considered.

Please Note: Applications must be submitted on a fully completed Z83 form obtainable from any Public Service; Department, must be accompanied by a comprehensive CV and copies of ID, academic record, qualifications. Divers' License and registration certification must be attached if required. The Z83 must be dated and signed by the applicant. Required documents need not be certified when applying for the post. Copies of SAQA certificate should accompany all qualifications obtained from institutions outside South-Africa. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Candidate must clearly indicate the experience (DD-MM-YYYY). Successful candidate will be subjected to security screening and Correspondence will only be entered into with shortlisted applicants. Applications must be delivered to Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or posted to Private Bag X52, Springs 1560, for the attention of the Assistant Director: Human Resource



Management & Development. Applications will not be acknowledged and if you do not receive any response within 3 months after the closing date, please accept that your application was unsuccessful.

The College is committed to providing equal opportunities and practicing affirmative action employment.

ENQUIRIES: Mr. T Matsaba Tel. No. (011) 730-6600.

Ms. BM Sisi

ACTING PRINCIPAL: EKURHULENI EAST TVET COLLEGE
BMS/tm1

25/11/25
DATE